



## INTERNATIONAL APPLICANT ENROLMENT FORM

### Instructions

1. Read this form carefully, complete all sections and ensure that supporting documents are attached.
2. Your name, signature, and details must all appear consistent with your passport and other official documents.
3. All fields in the form are mandatory and all dates should be mentioned in (DD/MM/YY) format.
4. Please use 'NA' where information is not relevant.

#### SECTION A: APPLICANT DETAILS

TITLE: ☐ Mr. ☐ Ms. ☐ Mrs. ☐ Others: \_\_\_\_\_

FAMILY NAME (SURNAME) (As in your passport): \_\_\_\_\_

FIRST NAME (As in your passport): \_\_\_\_\_

MIDDLE NAME (As in your passport): \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ GENDER: ☐ Male ☐ Female ☐ Other

EMAIL: \_\_\_\_\_

ALTERNATIVE EMAIL:(Optional) \_\_\_\_\_

PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

COUNTRY OF BIRTH: \_\_\_\_\_ NATIONALITY: \_\_\_\_\_

PASSPORT NUMBER: \_\_\_\_\_ PASSPORT EXPIRY: \_\_\_\_\_

DO YOU CURRENTLY HOLD AN AUSTRALIAN VISA? ☐ YES ☐ NO

CURRENT LOCATION: ☐ ONSHORE (in Australia) ☐ OFFSHORE (outside Australia)

VISA SUBCLASS: \_\_\_\_\_ VISA EXPIRY: \_\_\_\_\_

MARITAL STATUS:

☐ SINGLE ☐ NEVER BEEN MARRIED

☐ MARRIED ☐ DE FACTO RELATIONSHIP

HAVE YOUR VISA TO AUSTRALIA OR OTHER COUNTRIES BEEN REJECTED?

☐ NO ☐ YES, PLEASE PROVIDE DETAILS

#### SECTION B: COURSE SELECTION

Please refer to the International Student Handbook for detailed information about our courses. You can find the International Student Handbook on our website at [www.riverdaleinstitute.edu.au](http://www.riverdaleinstitute.edu.au)

SELECT	COURSE NAME	CRICOS CODE	COURSE DURATION	PREFERRED INTAKE
<input type="checkbox"/>	<b>Cookery Package</b>			
	<b>SIT30821</b> Certificate III in Commercial Cookery	<b>112186J</b>	52 WEEKS	
	<b>SIT40521</b> Certificate IV in Kitchen Management	<b>112187H</b>	26 WEEKS	
	<b>SIT50422</b> Diploma of Hospitality Management	<b>112188G</b>	26 WEEKS	
	<b>SIT60322</b> Advanced Diploma of Hospitality Management	<b>118214F</b>	26 WEEKS	
<input type="checkbox"/>	<b>Civil Package</b>			
	<b>RII50520</b> Diploma of Civil Construction Design	<b>118213G</b>	54 WEEKS	
<input type="checkbox"/>	<b>RII60520</b> Advanced Diploma of Civil Construction Design	<b>114398C</b>	50 WEEKS	
<input type="checkbox"/>	<b>SIT30821</b> Certificate III in Commercial Cookery	<b>112186J</b>	52 WEEKS	
<input type="checkbox"/>	<b>SIT40521</b> Certificate IV in Kitchen Management	<b>112187H</b>	68 WEEKS	
<input type="checkbox"/>	<b>SIT50422</b> Diploma of Hospitality Management	<b>112188G</b>	62 WEEKS	
<input type="checkbox"/>	<b>SIT60322</b> Advanced Diploma of Hospitality Management	<b>118214F</b>	104 WEEKS	
<input type="checkbox"/>	<b>RII50520</b> Diploma of Civil Construction Design	<b>118213G</b>	54 WEEKS	
<input type="checkbox"/>	<b>RII60520</b> Advanced Diploma of Civil Construction Design	<b>114398C</b>	96 WEEKS	
<input type="checkbox"/>	<b>CHC30121</b> Certificate III in Early Childhood Education and Care	<b>108726J</b>	52 WEEKS	
<input type="checkbox"/>	<b>CHC50121</b> Diploma of Early Childhood Education and Care	<b>108727H</b>	52 WEEKS	
<input type="checkbox"/>	<b>CHC43015</b> Certificate IV in Ageing Support	<b>114399B</b>	52 WEEKS	
<input type="checkbox"/>	<b>CHC52021</b> Diploma of Community Services	<b>115448A</b>	96 WEEKS	
<input type="checkbox"/> <input type="checkbox"/>	<b>CPC31020</b> Certificate III in Solid Plastering	<b>110079F</b>	54 WEEKS 96 WEEKS	
	<b>CPC33020</b> Certificate III in Bricklaying and Blocklaying	<b>110078G</b>	54 WEEKS 96 WEEKS	
<input type="checkbox"/>	<b>BSB80120</b> Graduate Diploma of Management (Learning)	<b>108811A</b>	96 WEEKS	



## SECTION C: ADDRESS DETAILS

### CURRENT RESIDENTIAL ADDRESS IN AUSTRALIA

(if applicable)

STREET ADDRESS: \_\_\_\_\_

TOWN/CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

### PERMANENT ADDRESS IN HOME COUNTRY

FULL ADDRESS: \_\_\_\_\_

### CURRENT POSTAL ADDRESS

(if different from residential address)

FULL ADDRESS: \_\_\_\_\_

### EMERGENCY CONTACT DETAILS

FULL NAME: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

MOBILE: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

## SECTION D: LANGUAGE & CULTURAL DIVERSITY

In which country were you born?

☐ Australia

☐ Other (please specify): \_\_\_\_\_

Do you speak language other than  
English at home?  
(If more than one language, indicate the one  
that is spoken most often)

☐ No, English only

☐ Yes, other (please specify): \_\_\_\_\_

How well do you speak English?

☐ Very well

☐ Well

☐ Not well

☐ Not at all

How well do you write English?

☐ Very well

☐ Well

☐ Not well

☐ Not at all

Are you of Aboriginal or Torres Strait  
Islander origin?

(For persons of both Aboriginal and Torres  
Strait Islander origin, mark both 'Yes' boxes)

☐ Yes, Aboriginal

☐ Yes, Torres Strait Islander

☐ No

## SECTION E: SCHOOLING

What is your highest COMPLETED school  
level?

(Tick ONE box only. If never completed any primary  
or secondary level education, go to 'Section F'.)

☐ Year 12 or equivalent

☐ Year 11 or equivalent

☐ Year 10 or equivalent

☐ Year 9 or equivalent

☐ Year 8 or equivalent

☐ Never attended school

Are you still enrolled in secondary or senior  
secondary education?

☐ Yes

☐ No

## SECTION F: PREVIOUS QUALIFICATIONS ACHIEVED

Have you SUCCESSFULLY  
completed any of the qualifications  
listed below?

☐ No

☐ Yes. If YES, tick applicable boxes below:

☐ Bachelor degree (or higher degree)

☐ Advanced diploma (or associated degree)

☐ Diploma (or associated degree)

☐ Certificate IV

(or advanced certificate/technician)

☐ Certificate III (or trade certificate)

☐ Certificate II

☐ Certificate I

☐ Other education

(Including certificates or other overseas  
qualifications not listed)

## SECTION G: EMPLOYMENT

Of the following categories, which BEST  
describes your current employment  
status?

For casual, seasonal, contract and shift work, use  
the current number of hours worked per week to  
determine whether full time (35 hours or more  
per week) or  
part-time employed (less than 35 hours per week).  
(Tick ONE box only)

☐ Full-time

☐ Part-time

☐ Self-employed (not employing  
others)

☐ Self-employed (employing others)

☐ Employed (unpaid worker in a family  
business)

☐ Unemployed (seeking full-time work)

☐ Unemployed (seeking part-time  
work)

☐ Not employed (not seeking  
employment)



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## SECTION H: STUDY REASON

Of the following categories, select the one which BEST describes the main reason you are undertaking this course.

(Tick ONE box only)

- ☐ To get a job
- ☐ To try for a different career
- ☐ It was a requirement of my job
- ☐ To develop my existing business
- ☐ For personal interest or self-development
- ☐ I wanted extra skills for my job
- ☐ To start my own business
- ☐ To get a better job or promotion
- ☐ To get into another course of study
- ☐ To get skills for community/voluntary work
- ☐ Other reason

## SECTION I: DISABILITY

Providing information about a disability or medical condition will not disadvantage your application. However, Riverdale Institute needs to assess if we can make any reasonable adjustments to accommodate your disability or medical condition and advise you accordingly. In some cases, there may be a cost.

For further information regarding health matters please refer to:  
<https://www.immi.gov.au/allforms/health-requirements/meeting-healthreq.htm>

Do you consider yourself to have a disability, impairment or long-term medical condition?

- ☐ Yes
- ☐ No

If 'YES', please provide the details below:

- ☐ Hearing/Deaf
- ☐ Vision
- ☐ Physical
- ☐ Intellectual
- ☐ Learning
- ☐ Medical Condition
- ☐ Mental Illness
- ☐ Acquired Brain Impairment
- ☐ Other: \_\_\_\_\_

Do you have a medical or health related issue that may prevent a student visa being issued?

- ☐ Yes
- ☐ No

If 'YES', please provide the details:

## SECTION J: UNIQUE STUDENT IDENTIFIER (USI)

From October 2021, Riverdale Institute can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVET. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/get-a-usi> on computer or mobile device or Riverdale Institute can apply on your behalf, if you would like Riverdale Institute to apply the USI on your behalf, please complete and submit the USI application form. Enter your Unique Student Identifier (USI) (If you already have one) You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to Create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Find my USI' link on the USI website at <https://www.usi.gov.au/students/find-your-usi>

UNIQUE STUDENT IDENTIFIER (USI)

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## SECTION K: ENGLISH LANGUAGE PROFICIENCY

Is English your first language?  
(If 'NO', please specify your first language)

- ☐ Yes
- ☐ No (please specify): \_\_\_\_\_

Have you studied at secondary level with English as the language of instruction?

- ☐ Yes
- ☐ No

Have you undertaken an English Language Proficiency Test?

- ☐ Yes
- ☐ No

TEST NAME

SCORE

TEST DATE

## SECTION L: FUNDS REQUIRED

Do you understand the costs associated with studying in Australia and associated policies of Riverdale Institute available on our website ([www.riverdaleinstitute.edu.au](http://www.riverdaleinstitute.edu.au))? (Including the cost of tuition, living expenses, overseas student health cover and travelling costs etc.)

- ☐ Yes
- ☐ No

What is your planned source of funding while studying?  
You may choose more than one option given:

- ☐ Self-financed
- ☐ Family in home country
- ☐ Family in Australia
- ☐ Bank loan
- ☐ Other (please specify): \_\_\_\_\_

Please refer to the link given below to know more about cost of tuition, living expenses, overseas student health cover and travelling costs etc. while studying in Australia please visit [Department of Home Affairs Website](#).



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## SECTION M: OVERSEAS STUDENT HEALTH COVER (OSHC) DETAILS

Do you have a current OSHC?

☐ Yes ☐ No

Would you like Riverdale Institute to arrange an OSHC on your behalf?

☐ Yes ☐ No

If 'YES', please select the type of OSHC

☐ Single ☐ Couple ☐ Family

Please refer to the link below for the current OSHC prices and other information at [https://www.privatehealth.gov.au/health\\_insurance/overseas/overseas\\_student\\_health\\_cover.htm](https://www.privatehealth.gov.au/health_insurance/overseas/overseas_student_health_cover.htm)

## SECTION N: RECOGNITION OF PRIOR LEARNING (RPL) OR CREDIT TRANSFER (CT)

Do you wish to apply for recognition of prior learning?

☐ Yes ☐ No

Have you been employed or gained experience through informal learning in the area covered by the course applied for?

(If you have, you may be eligible for Recognition of Prior Learning - contact the Admission Office for further information. You must attach verified copies of documents to support an RPL application.)

☐ Yes ☐ No

Do you wish to apply for credit transfer?

☐ Yes ☐ No

Have you enrolled in the same or a similar course you have selected above elsewhere? (If you have, you may be eligible for a credit transfer - contact the Admission Office for further information. You must attach verified copies of documents to support a credit transfer application.)

☐ Yes ☐ No

## SECTION O: TUITION FEE PAYMENT OPTIONS

Kindly choose one of the following methods for settling your ongoing tuition fees:

### ☐ A. PAY SEMESTER FEE IN FULL

Pay the full semester fee prior to the scheduled due date.

OR

### ☐ B. PAYMENT PLAN (DIRECT DEBIT)

Establish a structured payment plan, enabling automatic withdrawals from your designated bank account or credit/debit card through EziDebit <https://www.ezidebit.com/en-au>.

#### Note:

- You will be required to complete a Direct Debit Authority Form on the day of your induction
- The student is accountable for covering fees associated with the initiation of the Direct Debit
- A late fee of \$100 will be applied for any payments made after the specified due date

## PRIVACY NOTICE

### ► Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

### ► How we use your personal information?

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

### ► How we disclose your personal information?

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority, the Commonwealth including the TPS, or state or territory agencies, in accordance with the Privacy Act 1988.

### ► How NCVER and other bodies handle your personal information?

NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), Commonwealth authorities including TPS, state and territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. NCVER does not intend to disclose your personal information to any overseas recipients. For more information about how NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy).

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DEWR is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>.

### ► Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information.

At any time, you may contact Riverdale Institute (RI) to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

Contact details of CEO

Email: [info@riverdaleinstitute.edu.au](mailto:info@riverdaleinstitute.edu.au) Phone No: 1800 902 480

## ENROLMENT DECLARATION

The information herein provided is to the best of my knowledge true, correct and complete at the time of my enrolment.

☐ Riverdale Institute may refuse my application or cancel my enrolment if any information is found to be incorrect or misleading.

☐ I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

☐ I understand that by completing this application, I am giving written consent to Riverdale Institute to independently verify the information supplied by me in this form and request further documents as required.

☐ I agree to undertake a testing requirement prior to course entry, if deemed necessary by Riverdale Institute, and adhere to any other pre-requisite identified above.

☐ I have got access to all the relevant policies and procedures of Riverdale Institute and also have browsed its website for other pre-enrolment information.

☐ I have been informed of my rights and obligations as a student with Riverdale Institute, and agree to abide by all rules and regulations of Riverdale Institute. I confirm that all arrangements are made to pay outstanding fees and charges applicable to this training program and that Riverdale Institute can withhold my academic results until my debt is fully paid and any property belonging to Riverdale Institute has been returned.

☐ I confirm that I have received and read a copy of Riverdale Institute's student Handbook and understand the entry requirements of the course and relevant policies and procedures.

☐ (Optional) I hereby give my permission to Riverdale Institute to use my (Name, Testimonial, Image / Photograph) in publications and advertisements produced by or for Riverdale Institute. I understand that:

► These may be used for publication in film, photographs, in printed materials, electronically and on the internet.

► I will not receive any compensation or payment for the above.

► Once my personal information has been published on the internet, Riverdale Institute has no control over its subsequent use and disclosure.

A student's USI may be used for specific VET purposes including the verification of student data provided by Riverdale Institute, the administration and audit of VET providers and program; education-related policy and research purposes, and to assist in determining eligibility for training subsidies.

☐ I agree to the Fee Charges and Refund Policy and Procedure.

☐ I have read and understood the complaints and appeals processes, my rights as a student, the Privacy Statement and my right to access Australian Consumer Protection law.

☐ I have also been provided with information about the college, course information, course fees, entry requirements, work placement requirements (if applicable), appropriate attire to work in kitchen or workshop, delivery location/s, duration of my course, maintaining satisfactory course progress and attendance. I understand how to access support services (first point of contact - student support officer) and information. I understand that access to academic records is provided free of charge. Riverdale Institute will not charge for Referral to any legal services or any third party for any service or support. I have been informed about the study load and agree to attend classes as scheduled in timetable.

☐ I acknowledge that providing false, misleading or inaccurate information may affect the acceptance of this application and/or the continued provision of training and assessment services.

☐ I acknowledge that all fees are payable in full on course commencement or the commencement of the term that fees are due.

### APPLICANT'S SIGNATURE:

### APPLICANT'S NAME:

### DATE:



# RIVERDALE INSTITUTE

RTO NO: 45754 | CRICOS CODE: 03949M

## SECTION P: STUDENT'S CHECKLIST

Student must make sure that you attaches all the documents (if applicable) as mentioned below. Please note that all the documents must be in English Only.

### DOCUMENTS

### TICK APPROPRIATE

Passport (Bio data page)

☐ Yes ☐ No ☐ N/A

VISA or VEVO

☐ Yes ☐ No ☐ N/A

Overseas Student Health Cover (copy of OSHC)

☐ Yes ☐ No ☐ N/A

English Proficiency Test

☐ Yes ☐ No ☐ N/A

Academic Transcripts  
(Testamurs, Statement of Attainment, Results obtained overseas and/or in Australia)

☐ Yes ☐ No ☐ N/A

Employment Certificates  
(if applicable)

☐ Yes ☐ No ☐ N/A

Do you require any language, literacy or numeracy assistance?

☐ Yes ☐ No ☐ N/A

Do you require help organising accommodation or Temporary Accommodation?

☐ Yes ☐ No ☐ N/A

Do you require airport pick-up?

☐ Yes ☐ No ☐ N/A

## SECTION Q: EDUCATION AGENT DETAILS & DECLARATION

COMPANY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

## SUBMISSION OF APPLICATION

If you are a successful applicant, Riverdale Institute will issue you with an Offer letter and enrolment acceptance agreement expressing the course for which you have been offered a place to study at Riverdale Institute. The Offer letter and enrolment acceptance agreement will express all the course points of interest and in addition the charges for the course.

The acknowledgment of the Offer letter and enrolment acceptance agreement is the genuine assertion, which expresses all the information about the course, fees, refund, and other details.

Sign and return the Offer letter and enrolment acceptance agreement to Riverdale Institute and retain a copy of the signed Offer letter and enrolment acceptance agreement for your records.

**Apply at:** [apply@riverdaleinstitute.edu.au](mailto:apply@riverdaleinstitute.edu.au)

**or hand over your application at our head office:**  
Level 1, 120 Miller Street, West Melbourne, VIC 3003

## CONTACT DETAILS

**Riverdale Institute Pty Ltd t/a Riverdale Institute**  
RTO No: 45754 | CRICOS Code: 03949M

**Office:** Level 1, 120 Miller Street, West Melbourne, VIC 3003

**E-mail:** [info@riverdaleinstitute.edu.au](mailto:info@riverdaleinstitute.edu.au)

**Website:** [www.riverdaleinstitute.edu.au](http://www.riverdaleinstitute.edu.au)

**Phone:** 1800 902 480

## FOR OFFICE USE ONLY

### APPLICATION APPROVED:

☐ Yes ☐ No

### STAFF'S COMMENTS:

### STAFF NAME:

### SIGNATURE:

### DATE:



Level 1, 120 Miller Street, West Melbourne, VIC 3003



[www.riverdaleinstitute.edu.au](http://www.riverdaleinstitute.edu.au)



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